ST. MARYS' AIRPORT RELOCATION
FEASIBILITY AND SITE SELECTION STUDY
SCOPE OF SERVICES

I. INTRODUCTION

The City of St. Marys ("City"), in consultation with local, state and federal agencies and officials, have elected to proceed with a feasibility analysis and site selection study for relocating St. Marys Airport. The current airport location, approximately 3 miles south of the Kings Bay Naval Base, is restricted in its operation and usefulness due to the prohibited airspace surrounding the Naval Base, which was implemented after the events of September 11, 2001. In order to regain full use of a general aviation airport facility, and realize the long-term economic benefits of the location of such a facility, an assessment of the Airports' continued feasibility and selection of a new location for development of a replacement Airport is necessary. An overriding goal throughout the process will be to select a location of sufficient size to not only accommodate the necessary airport infrastructure, but capable of accommodating an industrial or commercial park to further enhance the usefulness of the Airport and promote continued economic growth for the entire region. The City has retained the services of Reynolds, Smith and Hills, Inc. ("Consultant") to accomplish the Feasibility and Site Selection Study, which will proceed in accordance with the following phases and tasks.

II. PHASE I – FEASIBILITY STUDY

TASK 1 - Project Initiation & Scoping

The Consultant will meet with City staff to determine the study's goals, objectives and expectations. The Consultant will develop a draft scope of services for the feasibility and site selection study that complies with FAA Advisory Circular 150/5070-6A and State Airport Master Plan requirements. The Consultant and City will schedule and participate in scoping meetings with the Federal Aviation Administration ("FAA"), Georgia Department of Transportation ("GDOT"), Coastal Georgia Regional Development Center ("RDC"), and Metropolitan Planning Organization ("MPO") to ensure all necessary planning activities are contained in the final scope. The purpose of the scoping meetings are to obtain agency input into developing a scope of services to be provided during the study process, and to further quantify and delineate the overall geographic scope of the area to be studied (i.e. the "Study Area"). The Consultant will assist the City in accomplishing agency review and approval of the final scope and fee

estimate (to include assisting the City in obtaining an independent fee review), and prepare the necessary FAA and GDOT grant applications to obtain funding for the project. These efforts are eligible for reimbursement under FAA guidelines for AIP projects and are included in this scope of services.

TASK 2 – Data Collection and Review

The Consultant will collect and review available information pertaining to the aeronautical service area the relocated St. Marys Airport would encompass as well as the social and economic characteristics of the area. This data will be utilized as background and baseline information for all tasks in both phases of this project. Data and documents to be collected and reviewed include the following, if available:

- Previous Airport Master Plan and ALP Set
- Georgia Aviation System Plan
- Regional Environmental and Transportation Studies
- 2000 US Census Data
- Existing Buildings and Facilities Layout and Sizes as Recorded by Airport
- Existing Airport Aerial Photography and CADD Files
- Aeronautical Charts and Regional Flight Publications
- Meteorological and Wind Data
- Existing Airport Capital Improvement Program
- FAA and State Programmed Grant Information
- Existing Airport Annual Financial Statements
- Existing Airport Representative Lease Agreements
- Existing Airport Exhibit “A” Property Map
- Existing Airport Fuel Flowage Activity
- Existing Airport Historical Statistics
- Airspace Structure and any FAA Use Agreements
- Existing Airport Master Record Form 5010
- Existing Airport FAA Historical and Forecasted Aviation Activity
- Local Comprehensive Plans
- Existing Land-Use Maps
- Future Land-Use Maps
- Zoning Maps and Airport Noise/Land Use Regulations
- Airport Height Zoning Ordinances

- Community Demographic and Socioeconomic Statistics and Projections
- USGS Topographical Maps
- National Wetland Inventory Maps
- Existing soil classification data
- FEMA Floodway and Floodplain Maps

TASK 3 – Existing Airport Conditions

The Consultant will extract from the State of Georgia Aviation System Plan the existing conditions of the St. Marys Airport and document its ability to fulfill its' current and future role in the national and state aviation system plans.

TASK 4 – Market Area Identification

The Consultant will identify the potential market area for the relocated St. Marys Airport and analyze the demand for aviation services (see Task 5 below). This analysis will also focus on the role the new airport will play in the state and national aviation system plans, as well as quantify the market area the new airport is intended to serve, in addition to its proximity to current and future population centers. This analysis will be limited to readily available studies, databases and reports already available to the Consultant or collected in previous tasks

TASK 5 – Aviation Demand Forecasts

The Consultant will extract from the State of Georgia State Aviation System Plan the previously prepared aviation demand activity forecasts for a 20-year Airport Activity Forecast period.

TASK 6 – Basic Facility Requirements

This Task will define and document the basic facilities required at the replacement Airport to accommodate the aviation demand activity forecasts developed in Task 5 for each planning period. Information obtained from the State of Georgia Aviation System Plan will be used exclusively.

TASK 7 – State and National Needs Assessment and Trends

In addition to the identification of the potential market area, state and national needs will also be reviewed. This examination will validate the role the St. Marys Airport plays in the state and national aviation system, and further outline and support basic airport requirements for the replacement facility. The evaluation conducted under this task includes:

- State System Plan Analysis – the evaluation of the Georgia State Aviation System Plan will consider the forecasts and facility needs of the plan and validate the role that the relocated St. Marys Airport will play in the state system.

- National General Aviation Trends – the evaluation will review the FAA's annual national aviation forecasts as delineated in each fiscal year forecast and Terminal Area Forecasts (TAF) to determine if the St. Marys Airport is consistent with the expected needs of the national aviation system.

TASK 8 – Financial Analysis

The Consultant will document and discuss the potential capital and operating costs for the replacement Airport, to include an estimate of annual operating revenues and expenses, and potential state, federal and local funding sources.

TASK 9 – Governance

The Consultant will document and discuss the options for establishing overall governance for a replacement Airport.

TASK 10 – Economic Impact Assessment

The Consultant will quantify and document the economic activity and potential impact to the local and regional economy by the presence of the Airport and its facilities. The analysis conducted in this task will also examine projected economic growth in the market area and future economic development opportunities.

TASK 11 – Documentation

A summary report of the findings associated with Phase 1 will be prepared by the Consultant. A draft report will be submitted to the City for review. After review and comment by the City, copies will be provided to the State and FAA for review and comment. Following the receipt and incorporation of comments, as appropriate, a final report titled 'St. Marys Airport Feasibility Analysis" will be prepared by Consultant. Twenty (20) copies of the report will be provided to the City for its' use.

TASK 12 – Community Advisory Committee

A review group will be formed and known as the Community Advisory Committee (CAC). The CAC's function will be to provide insight and guidance on the community's reaction, political issues, sensitivity, criticism and desires for a replacement Airport as it relates to the greater community. The CAC should consist of federal, state and local elected officials, policy and administrative representatives from the local governing jurisdictions, and local business leaders. The primary function of the CAC is to provide guidance to the study process, and report back to their constituents the direction and progress of the project. During Phase 1 of the study two (2) meetings are anticipated with the CAC

TASK 13 – Coordination Meetings

Two (2) coordination/review meetings with City representatives and/or other governmental officials are anticipated for the Phase I efforts of this project. The Consultant will provide the appropriate reports and supporting presentation materials during Phase I of the project.

III. PHASE 2 – SITE SELECTION STUDY

TASK 14 – Identification and Evaluation of Site Location Alternatives

The alternative analysis described in this Task provides the framework for making decisions regarding the optimal site location for future Airport development. Within the framework established by this process, the entire Study Area will be evaluated and up to three (3) potential Airport development site alternatives will be identified and taken forward for more detailed analysis. Each alternative will then be subjected to a more rigorous analysis to determine which do and which do not successfully fulfill the goals and objectives for the replacement Airport. The work on this task will proceed in separate but interrelated functional areas of the replacement Airport to include: airspace/airfield configuration and operating restrictions, airspace obstructions, land use/land acquisition, terminal/other building area development, surface access, and environmental constraints. Airport development alternatives will be prepared for each site alternative and used to determine order of magnitude costs and potential cost premiums associated with each site. Each site alternative will be reviewed by the City and Technical Advisory Committee. The following describes in greater detail the specific elements of this task:

Task 14.1 Initial Site Screening

This task involves the identification and documentation of the environmental and operational constraints associated with initial site screening for the relocated airport. The initial site screening within the Study Area will be used to identify three (3) site alternatives for further detailed analysis. The screening performed under this task includes the following analysis:

A. Environmental Analysis

1. Wetland inventory/delineation & Floodplains – National Wetland Inventory Maps will be reviewed for the Study Area and those wetlands identified will be documented for further analysis during final site alternative development. Identification of the associated floodplains will also be documented.
2. Properties of a historic, architectural, archaeological or cultural significance – An inventory of those properties having either a historic, architectural, archaeological

or cultural significance will be prepared and documented during initial screening efforts, and used to develop the final site alternatives.

3. Water Quality--Existing drainage patterns associated with the proposed sites will be examined and discussed. Identification of the proposed improvements and their potential for water quality impacts will be examined.
4. Section 4(f) lands – Section 4(f) lands will be identified and documented during the initial screening process.
5. Landfills – The Consultant will inventory and document to location of each landfill within the Study Area.

B. Airspace Analysis

The airspace encompassed within the Study Area will be analyzed for enroute, terminal or regional airspace conditions and potential restrictions and obstructions. The location of applicable navigational aids (NAVAIDS) which assist a pilot in locating the Airport will be documented. This includes an analysis of the potential instrument approach capability from VOR, TVOR, VORTAC, NDB, GPS and DGPS type facilities.

C. Surface Access

On-Airport and major off-Airport surface access alternatives will be identified and evaluated. Consideration will be given to future demand requirements, estimates of probable construction costs and operational efficiency. Consideration will also be given to options for intermodal connectivity between air, rail, port and surface transportation interfaces.

D. Utility Corridors

The Consultant will identify and document the applicable above and below ground utility corridors associated with the Study Area. During the detailed evaluation associated with the final alternatives, utility capacities will be determined, costs of relocation or extensions quantified, and the results documented for each site.

E. Market Area Proximity

The Consultant will identify and document the proximity of each site alternative to Study Area population centers and future growth corridors.

14.2 Final Site Screening

Based on the analysis conducted under Task 14.1, the City, in consultation with the Technical Advisory Committee and Consultant, will select the final three (3) site alternative for further analysis under Task 14.3.

14.3 Final Site Selection

Based on the results of Task 14.1, and the selection of the final three (3) site alternatives under Task 14.2, a detailed evaluation will be performed for each site alternative in order to identify a preferred alternative. The final site selection analysis includes the following elements.

A. Airfield Configuration

This task will identify and evaluate basic alternatives for runway development. Consideration will be given to facility requirements, environmental impacts, noise and land-use compatibility, compatibility with local comprehensive plans, estimates of probable construction costs and operational efficiency.

B. Land Use/Land Acquisition

This task will identify and evaluate overall required land uses and will be generalized for this analysis into airfield, terminal area, aircraft support areas, general aviation areas, non-aviation revenue production areas, airport maintenance area, development of adjacent commercial and industrial centers, and other compatible land uses (as appropriate). Consideration will be given to existing surrounding land uses, ultimate operating efficiency, environmental impacts, compatibility with local comprehensive plans as they relate to land acquisition, estimates of probable acquisition costs and estimates of probable demolition/construction costs if necessary to change existing land uses.

C. Building Areas

This task will identify and evaluate alternatives for building areas to include a general aviation terminal, fixed base operator facilities, corporate hangar facilities, t-hangars and other facilities. Consideration will be given to size, construction, demand/capacity requirements, estimates of probable construction costs and operational efficiency.

D. Environmental Evaluation

Based on the results of Task 14.1, and the selection of the three (3) site alternatives, a detailed environmental evaluation will be performed for each alternative, which includes the following analysis.

1. Wetlands & Floodplains – A detailed site inspection and wetland inventory of each alternative will be performed and documented in the final Site Selection Study Report. The applicable floodplains will also be documented.
2. Hazardous waste – A historical review of potential hazardous waste activities associated with the site alternatives will be documented.

3. Soils – A review of the soil conditions associated with each site alternative will be documented.

4. Biotic communities and endangered species – The potential for significant impacts to biotic communities and/or threatened and endangered species will be evaluated based upon a site inspection, and documentation produced with respect to each site alternative.

5 Noise - Noise contours depicting DNL 65, 70 and 75 levels will be prepared using the most recent FAA Integrated Noise Model (INM) computer program, in conjunction with the proposed airfield configuration. The DNL contours will be produced utilizing forecast operations data developed in Task 5. Generalized land-use maps will be developed and combined with Airport noise contours to determine land-use compatibility for each final site alternative. Existing and/or planned land uses which may be incompatible with normal Airport operations will be documented. Project impacts which would potentially have incompatible land-use ramifications will be identified and discussed for each final site alternative, as applicable. Existing and proposed zoning regulations and other land-use control measures by jurisdictions within the noise contours will be documented.

5. The environmental evaluation analysis performed in this task is not intended to satisfy the need for a formal Environmental Assessment for proposed Airport improvements (which will be accomplished during the final preparation of an overall Airport Master Plan), but used to evaluate the final three (3) site alternatives.

E. <u>Real Estate Appraisals</u>

The Consultant will procure “windshield” appraisals of the three (3) identified sites alternatives to determine order of magnitude land values for each site. Consultant will also identify and coordinate with identified land owners to secure authorization to perform on-site environmental reviews necessary for the screening analysis conducted under this Task.

F. <u>Aerial Mapping</u>

The Consultant will procure aerial photographs of the final three (3) site alternatives for use in the final report.

G. <u>Final Selection</u>

In conjunction with the Technical Advisory Committee and Consultant, the City will select the preferred site alternative.

TASK 15 – Site Selection Final Report

Under this Task the overall findings of the study will be fully documented in a Draft Site Selection Study Report. After review by the appropriate agencies, comments received will be addressed by the Consultant, and preparation of the final Site Selection Study Report will be accomplished.

TASK 16 – Technical Advisory Committee & Public Participation

This Task describes the establishment of a Technical Advisory Committee and the process of public and community involvement throughout the Site Selection process.

Task 16.1 Technical Advisory Committee

A “technical” review group will be formed, and serve as a "Technical Advisory Committee” (“TAC”) throughout the Site Selection Study. The TAC will be responsible for providing input and insight on the technical issues as they pertain to the relocated Airport and related elements to be addressed in the Site Selection Study. The TAC will be composed of principally key representatives of the following entities: City Staff, Airport Authority Board, FAA Airports, FAA Air Traffic, State Aviation, State Highway, City/County/Regional Planning Department, and selected tenants.

Participants for the TAC will be identified and appointed by the City staff with assistance from the Consultant. The City, with the assistance of the Consultant, will be responsible for establishing meeting dates, scheduling the meetings and approving format and agenda, and will chair each meeting. The Consultant will prepare the necessary materials for the meetings, be present to discuss the appropriate agenda items and develop memoranda to document the meeting results including specific comments, as necessary. The inputs and responses received from the TAC members during the meetings, or through letter comments, will be documented and analyzed by the Consultant. The following TAC meetings are anticipated during the Site Selection Study process.

1. Meeting with the TAC to kick-off the project and review the findings of Phase I.
2. Meeting with the TAC to review the results of the initial site screening and final recommended site location and alternatives.

Task 16.2 Public Information Workshops

One public information workshop meetings will be held during Phase 2. The purpose of this meetings will be to obtain public response and input, and to coordinate planning objectives with the needs and concerns of local community organizations and the public at large so as to enhance public acceptance of the study's findings and recommendations. The Consultant will prepare public comment cards, sign-in sheets, visual graphics and displays. The City will place

an ad in the local newspaper informing the public of the meeting time, place and purpose. The comments received during each public information meeting will be documented by the Consultant, and reflected in the final Site Selection Study documentation. The actual subject and content of each TAC meeting and Public Information Workshop will be determined by the City and Consultant throughout the study process.

Task 16.3 Public Official Briefings

It is recognized that throughout the Site Selection Study and planning process significant consultation, involvement and input from local, state and federal officials must be accommodated. The following consultation with elected officials is recognized as the minimum amount necessary to ensure successful project performance:

1. Three meetings/workshops with the City Council for the City of St. Marys, Airport Authority and other appointed/elected officials.

Task 16.4 Public Information

The Consultant will work with the City to develop a "project link" to the City of St. Marys' website, which will be used as a communication tool with the community at large. Upon approval of the City, the Consultant shall post minutes of meetings, draft reports, scopes of work, etc. to the site throughout the project duration. Performance of this task requires approval of the City to have administrative access to the website.

TASK 17 – Community Advisory Committee

It is anticipated that during Phase 2 of the project one (1) meeting will be conducted with the CAC to apprise them of the status of the project and receive input.

TASK 18 – Project Administration, Coordination and Report Production

This task describes the administration, coordination and documentation of the Site Selection Study.

Task 18.1 Project Administration

The Consultant will administer and coordinate all efforts of the overall study and consulting team members to produce a timely, on-budget quality product to the highest level of industry standards.

Task 18.2 Documentation

The following documentation will be produced during the project:

TAC handouts:

- The consultant will prepare sufficient copies of all handouts/reports/presentation to be distributed at the meetings.

Draft Site Selection Study Report:

- Twenty (20) copies of the Draft Site Selection Study for distribution to the City, Authority, FAA , GDOT and PAC for review and comment.

Final Site Selection Report:

- Twenty (20) copies of the Final Site Selection Study Report.